

Marine Institute Job Description

Position	Administrative Assistant (Executive Officer) – MaRITeC-X Project Support
Grade & Contract	Temporary Specified Purpose contract for a duration of up to 13 months (H2020 project funded) which may be extended to March 2026 subject to additional funding.
Service Group	Irish Maritime Development Office (IMDO)
Location	Marine Institute – 3 Park Place, Dublin The Marine Institute has a Blended Working Policy in Place

Who will you Work With and What Will The Role Involve?

This important role supports our organisation in delivery of its essential work programmes. This role provides candidates with the opportunity to work in a diverse organisation which invests in and celebrates its people.

The successful candidate will work within the IMDO providing project support to the Director, Business Development Manager and wider team of employees and contractors involved in delivery of the MaRITeC-X project deliverables assigned to the IMDO. This will include assisting with the delivery of events, stakeholder engagement, business development and related research, communications, reporting and auditing etc.

The IMDO will on behalf of the Marine Institute, support the development of the Cyprus Marine and Maritime Institute (CMMI), funded under the EU H2020 programme. Advice, support and deliverables provided as part of this programme will focus on a number of key areas across shipping, ports and maritime technologies. The IMDO will advise and support the development of CMMI and to build international links in areas of innovation related to: Smart Ports and Smart Shipping technologies; - Ports Offshore Renewable Energy Services; Ship Management; Ship registries; Ship Finance and Fintech; Peripheral nodes in the European Transport Network etc. This will be done using the current IMDO team, periodic externally contracted expertise and hiring directly administrative project support with this role.

What Will You Be Doing Every Day?

Principal Tasks:

- Provide administrative support to IMDO team involved in delivery of IMDO commitments under the MaRITeC-X Programme.
- Be responsible for general administration support for all MaRITeC-X project related activities including the supporting of meetings (including minute taking) and events.
- Assist in the organisation and running of IMDO MaRITeC-X project related meetings, workshops and events - nationally and internationally.
- Update IMDO website and related social media channels with MaRITeC-X project related information and events as approved by Director of the IMDO.
- Provide administrative support including procurement activities, processing payments and invoicing in line with MI policy and public sector procurement guidelines.
- On a daily basis ensure that all financial, reporting and administrative deadlines are met.

- Ensure project budgets, accounts and financial records and expenditure are tracked and recorded in line with project auditing and reporting requirements in line with governance and compliance requirements.
- Working with IMDO Director and MI Funding office to support the compilation and submission of financial reporting to the European Commission.
- Support MaRITeC-X project related audits as required.
- Maintain the appropriate centralised file management system with MaRITeC-X project documentation.
- Preparation of publicity materials for meetings, workshops and conferences as required.
- Any other duties suitable to the project and role as identified and assigned from time to time.

What do You Need to Have Done to Apply for This role? (Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training)

Essential / Important:

- A relevant third level qualification in a suitable discipline.
- Proven ability to monitor delivery milestones and support project reporting.
- At least 18 months of post qualification work experience, ideally in a business development, technical project or research support environment.
- Strong organisational and administration skills with proven attention to detail.
- Well-organised with experience in working to multiple deadlines, identifying priorities and managing time effectively to ensure delivery.
- Excellent customer service skills and the ability to build effective professional relationships.
- The ability to communicate effectively both in writing and verbally, at all levels.
- Demonstrated ability in project reporting and record keeping, ideally including financial records.
- A high level of computer literacy (Word, Excel, PowerPoint, Internet/Email) and a good working knowledge of data and information sources.
- Experience of website development and content management.
- The ability to work unsupervised and to work well with others.
- Ideally with some experience with governance, procurement and auditing in a public sector environment.
- Demonstrated experience production of reports.
- Previous experience in supporting event/ conference organisation.
- Strong interpersonal skills.
- The ability to work unsupervised and to work well with others.

Ideally Nice to Have / Desirable:

- Some familiarity with supporting EU funded projects.
- Experience in financial reporting for EU funded projects.
- Experience of supporting audits on EU funded projects.
- A full, clean Driving License.
- Interest in Ireland's maritime sector.

What else do you need to know?

(Special personal attributes required for the role)

- An ability to work in a highly organised and planned manner and to progress work independently.
- Dynamic and reliable.
- Ability to work diplomatically in resolving issues with team and customers.
- Solutions-oriented with good initiative and problem-solving ability.
- Ability to meet multiple, important deadlines.

Description of Service Group and the Wider Team

One of the six Service Groups in the Marine Institute, the IMDO was established by Statute in December 1999 and commenced operations in July 2000. The IMDO is responsible for the development of the Irish shipping and shipping services industry under the aegis of the Department of Transport, Tourism and Sport. As part of its remit the office;

- promotes the Irish Maritime sector, including short sea services, ports and education.
- promotes opportunities for international shipping and shipping services companies to set up or expand operations in the Irish market.
- publishes regular market reports and bulletins on the Irish ports and shipping sector.

advises the Minister and Department of Transport, Tourism and Sport, on policy related to the Maritime sector.

Who Will You Report to / Who will Manage and Support You?:

The successful candidate will be based at the Marine Institute Dublin office in 3 Park Place and will report to the Director of the IMDO or whomever they deem appropriate.

What we offer

We value our staff, and we value their contribution to the work of the Marine Institute. In return for this, we provide benefits that promote a healthy work-life balance and which we hope will help them to develop professionally. These include personal and career development, work/life balance policies, an employee assistance programme, "Bike to Work" Scheme, staff medicals and annual flu vaccination.

Training

A full range of training will be provided as required, on the job and through appropriate courses. Training needs will be identified through the MI Performance Management Development System (PMDS).

Contacts:

Within the Marine Institute: Director of IMDO, staff of IMDO and Directors, Management and Staff of the Institute.

External: MaRITeC-X project partners; EC funders; Private Sector; State Agencies; Media, Representative Organisations; External Suppliers and enquiries from the general public.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Administrative Assistant (Executive Officer) Grade which runs from €34,562 - €56,969 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €34,562 and become a member of the Single Public Service Pension Scheme unless you are currently or have worked in the Public Sector in the past 6 months and are a member of another Public Sector Scheme.

Annual Leave:

Annual leave entitlement for an Administrative Assistant (Executive Officer) Grade is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with Marine Institute leave policies and using time and leave management system in place, by your manager or their authorised representative.

Duration of Contract:

This temporary specific purpose contract of employment will be for a 13-month period from start date, which may be extended a further period to March 2026 subject to funding. The successful candidate will be on probation for the first six months of this contract.

Who is the Marine Institute?

The Marine Institute is a non-commercial semi-state body, which was formally established by statute (Marine Institute Act, 1991) in October 1992.

Under the Act, the Marine Institute was given the responsibility:

“to undertake, to co-ordinate, to promote and to assist in marine research and development and to provide such services related to marine research and development, that in the opinion of the Institute will promote economic development and create employment and protect the marine environment”.

The Marine Institute is Ireland’s scientific agency responsible for supporting the sustainable development of the state’s maritime area and resources. We do this through conducting applied research and providing scientific knowledge, advice and services to government, industry and other stakeholders and users. This policy advice capacity, our broad mandate, and the research programmes we fund and undertake, give us a unique insight into the science-policy interface and make us an exemplar in the provision of integrated ocean knowledge.

The Marine Institute provides a broad range of essential scientific support to its parent department, the Department of Agriculture, Food and the Marine (DAFM). There is an increasing demand from Government for the data and evidence that are essential to inform national policy and to underpin the state’s governance of our maritime area. Through laboratory, field and seagoing work, the Institute carries out statutory environmental, fisheries and aquaculture surveys, seafood testing and other monitoring programmes assigned by government. The Institute plays an important role in supporting the state’s response to the impacts of our changing seas and oceans, through working with the national and international scientific community to observe, study and understand our changing oceans. This essential scientific advice supports industry, protects consumers and underpins

legislative and other obligations aimed at the protection and management of the marine environment.

Our vision - *The Marine Institute is a national and international leader in ocean knowledge that benefits people, policy and planet.*

Our Mission - *The Marine Institute provides scientific, research and development services to government, agencies, industry and society that support the sustainable use of our maritime area, the protection and restoration of marine ecosystems, and promote a shared understanding of the ocean.*

There are 6 broad service areas within the Marine Institute; (1) Ocean, Climate and Information Services, (2) Marine Environment & Fish Health Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Policy, Information and Research Services and (6) Corporate Services.

The Marine Institute 5 Year Strategic Plan (2023 to 2027) is available [Here](#)

How to Apply:

A C.V. and letter of application, summarising experience and skill set applicable to the position should be emailed to recruitment@marine.ie or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway, H91 R673. All correspondence for this post should quote reference **IMDO/AA/MARITECX/APR24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on Wednesday 17th April 2024**. Unfortunately, late applications cannot be accepted.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation (GDPR) Policy and data retention schedule. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

The Marine Institute is an organisation that champions Diversity, Inclusion & Equality for all. We encourage and welcome applications from anyone interested in this role.

Please do advise if there are any special accommodations required for the recruitment process. We are here to help you access opportunities with us.